

Space Family Education, Inc.
Board of Director's Open Meeting

Director Report

Staffing

Resignations:

Ms. Hirning reported that Ms. Kelly (Room 8) last day will be May 30th.

New Hires:

Ms. Hirning is not in any hurry to hire anyone new yet. Ms. Brooke will work full time this summer, and we'll have many substitutes and helps for the summer.

Other:

Ms. Hirning received notice from JSC Security last Monday that the Spanish/enrichment teacher needed to file new paper work for JSC access because she's not a resident.

Operations

Facility:

Parents Work Day will be April 27th. One of the items on the wish list is a couple of sandboxes for the kids. One parent suggested finding large used tractor tires.

All work orders were resubmitted to the new contractor, with one to fix the front door lock. The new maintenance contractor seems to be working out okay.

Special Events:

Graduation will be on May 22nd.

Summer camp will start on June 3rd.

Teacher appreciation week is May 6th-10th. Parents and room captains should figure out special things to do for the teachers.

The Junior Volunteer Program will provide the Center with little helpers for the summer.

Other:

Ms. Hirning stated that we still have uncollected money from the chocolate fund raising.

Ms. Hirning will be out at the next BOD meeting for USDA training.

Committees Report

Education Curriculum

No report

Playground

NASA is still trying to get someone (name/point of contact) to work on the CRV structure.

Newsletter and Webpage

Ms. Moreland reported that she's working on a facelift for the webpage.

Non-Badged JSC Access

Mr. Nguyen reported that this committee has completed its investigation into improving the JSC access process for non-badged parents and guardians. The committee, headed up by Mr. Gary Wessels from JSC Operation, looked into stakeholders issues associated with the Childcare Center's authorized to pick-up list and the one access gate, Gate 4. The committee met with JSC Security and the Childcare Center Director to discuss findings and corrective actions. The Security chief indicated that the one gate will stand for now until they have implemented other security measures on site. Therefore, Gate 4 will continue to be the only access gate for non-badged parents/guardians. As for improving the process of a correct and up to date list at Gate 4, the Childcare Center got most of the actions: 1) CCC has the responsibility of making up the list. That would include a more formal process (i.e. form with more information for security) and a format that is easy for Security and guards to use. 2) CCC will hand deliver updated list to Gate 4 and Post #12, email an electronic copy of the list to Mary Perryman at building 110, retrieve/remove old lists when new one is delivered, and utilize color paper for quick recognition of the CCC list by the guards. These actions are due May 1st.

Mr. Nguyen will develop a new contact and transportation information form for parents to fill out and sign with names of all those needing access to JSC to drop off or pick up their child(ren). All parents, including summer camp parents, will need to complete this form. According to Security, only those with their names on the list are allowed site access.

Security also informed us that the Gate 4 will close at 6pm starting on May 1st, after the Gilruth access gate is opened. All members and staffs should be reminded to exit through Gate 4 by 6pm. Otherwise, they will have to exit through the new Gilruth gate (i.e. one way gate for exit only).

Mr. Nguyen will distribute a letter explaining the security rules and process after all the actions are completed. For the time being, parents are reminded that all non-badged parents and guardians that are on the list can only use Gate 4 to get on and off site, and they should have their photo ID ready for the guard to check. Passenger(s) in vehicle not on the list will not be allowed on site.

Room-1

The room is too cold at times in summer. Ms. Hirning will check with the facility people to see what they can do.

Room-2

Parents in Room 2 asked about the possibility of extending the operating hours. Ms. Gomez reported that past survey didn't show enough demand to warrant any changes.

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

One parent questioned about sibling discount. Ms. Lewis stated that since we're a non-profit organization all expenses are passed on as tuition. Therefore we don't have any sibling discount.

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis completed the agreement with St Claire for us to use their facility as a possible evacuation site.

The Parents Handbook is done, and it has gone to printing.

Ms. Lewis sent the membership due reminder to all waitlist members.

Ms. Lewis reported that we still have 5 openings for 2002-2003 Kindergarten and suggested that we continue to run the ad in JSC Today.

Treasurer (Laurie Garcia)

Ms. Garcia handed out the March financial report. She reported that the balance looks much better than last month. Ms. Hirning reported that the Center has started to buy some kitchen supplies from SAM's to reduce expenses.

Ms. Garcia reported on employee health insurance cost for next year. She recommended staying with Aetna and their new Dual Option because the costs difference is about awash. There is an overall increase with the Aetna plan, but with most of the increase passed on through the co-pays and deductibles, the premium is about the same or slightly less.

Secretary (Louis Nguyen)

The thank you letters for the Combined Federal Campaign (CFC) contributors were signed by Ms. Gomez and sent out.

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez filled out CFC application for 2002, and will show Ms. Garcia how to fill out these applications.

Ms. Gomez will get together with the other Board members to prepare the annual report and to prepare for the general membership meeting. The Board will need to have a budget meeting soon.

SFEI Members Report

Walk-ons

Ms. Schroeder has facility keys for Board members without a key.

Old Business

None

New Business

None

The next meeting will be May 16, 2001
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM